

PSO AMERICAN HISTORY

ORGANIZATION GUIDELINES

Paper Headings:

Normally, you will complete your homework assignments through Canvas – the NC State College online course management system. Should you run into technical difficulties, you may opt to turn in your assignments on paper. To keep things organized for you and help Mr. Peyton in his grading, please “head” each page as follows:

Your Name	Assignment Title	Due Date
JAMES T. KIRK	CHAPTER 7 HOMEWORK	DUE: 11/15/2014

Please follow this format for any other assignments that require you to use your own paper as well – including assignments that you might begin on a handout but run over onto extra paper.

Binders:

As noted in the syllabus, 5% of your grade will come from an end-of-semester binder check. The purpose for doing this is primarily to help you – not just to do well in this PSO class, but in preparation for college-level coursework and life in general. In order to receive full credit, you will need to turn in a neat, complete binder.

- **The binder** itself should be large enough to hold all of your important items from the year. Make sure it is large enough (about 2 inches). Mr. Peyton strongly recommends the **Avery® Heavy-Duty Binder with One Touch EZD™ Ring**. They take a beating, won't bunch your papers up, and make it very easy to add and remove papers.
- **Divider tabs** should be large enough for you to write labels. Your binder should be divided into the following sections, from front to back:
 - **Syllabus and This Handout** (You don't need a tab for these, just put them at the front.)
 - **Assignment Calendars** (With the most recent on top, so you know when stuff is due!)
 - **Notes** (Mainly from the reading assignments, but may also include notes taken during class.)
 - **Chapter Homeworks** (Review questions answered from each chapter, put in order.)
 - **Reading Quizzes** (Placed in binder in order, when they are returned after being graded.)
 - **Exams** (Placed in binder in order, when they are returned after being graded.)
 - **In- Class Assignments** (Activity handouts, organizers, etc. done in class, graded, and returned.)
- **Neatness counts!** This can be a challenge for some – including Mr. Peyton. Resist the temptation to stuff all kinds of junk in the front and back pockets of the binders. If you do, then at least clean the pockets out before you turn in your binder. Also, **please** do not turn in anything on spiral notebook paper with the paper “frill” edge still attached. Better yet, just buy loose filler paper – ideally with the reinforced hole edge.